

Creative industries platform

**OFFICIAL APPLICATION FORM**

CAll for proposals 2017

Arts council malta

www.artscouncilmalta.org

**DEADLINE FOR APPLICATIONS: 13TH SEPTEMBER 2017**



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| **FOR OFFICE USE ONLY**

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| **Date of Application:** | **Application Reference Number:** |

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**CREATIVE INDUSTRIES PLATFORMS**

**Application Form**

**SECTION A. GENERAL INFORMATION**

**1. Name of Applicant Organisation**

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**2. Type of Organisation**

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**3**. **Organisation Registration Number and Year of Establishment**\* Please indicate in the case the organisation is still in the process of establishment

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**4. Name, Surname, ID Card No and Position of Legal Representative of the Organisation**

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**\*** Should the proposal be awarded funding, the applicant must also be the contract’s signatory. Please attach a copy of the I.D. Card with this application form

**5. Name, Surname, ID Card No and Position of Contact person** *(if different from above)*

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**\*** Please attach a copy of the I.D. Card with this application form

**6. Contact Details**

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| Postal Address: |
| Telephone Number: |
| Mobile Number: |
| Email Address: |

**7. Did the organization ever benefit from public funds and incentives?**

 Yes [ ]  No [ ]

**8. If yes, kindly specify all assistance received since 2014**

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| **Name of Measure** | **Awarding Entity** | **Year** | **Incentive amount** | **State Aid Regulation** |
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**SECTION B. PROPOSAL**

1. **Provide details about the remit of the organisation (such as vision, aims and mission statement). Max: 200 words**

\*Kindly attach a copy of the statute (if applicable) and profile of the Organisation; profiles/CVs of main collaborators; and CVs of the persons who will be managing this programme

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1. **Who are the partners of the applicant organisation?**\*Provide short bios of all partners and CVs of their main representatives relevant to the programme, clearly highlighting their area of expertise and how they can contribute to the sector.

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| **Name of Partner Entity** | **Name of representative** | **Area of operation (eg management, training, incubation etc)** |
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1. **Does the organisation have a membership policy/structure? If yes, state how many members the organisation currently has:**

YES [ ]  Current No of Members

NO [ ]

1. **What is the target number of members/serviced clients the organisation forecasts to benefit from this programme?***Kindly attach letters of endorsement from sector participants who see potential in making use of the platform. Minimum required 10 unless justified.*

Forecast No of Members

1. **Who will be the platform’s direct beneficiaries? Do you envisage any indirect beneficiaries? Max 100 words**

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1. **How does your proposal address the objectives outlined in the Programme Guidelines and listed below?
Max: 500 words**
	1. Create an environment that generates new opportunities for businesses, organisations, and individuals working in the cultural and creative sectors.
	2. Link the Cultural & Creative Industries to the potential of entrepreneurship thus encouraging new ambitious business models of business growth.
	3. Provide capacity building for the Cultural & Creative Industries by giving creative entrepreneurs the skill-set required to launch their business idea and/or reach new markets.
	4. Facilitate access to technical assistance, provision of specialised services and capacity building, including expertise, mentorship, and training programmes.
	5. Increase export competences and add value to existent business models, products and services.
	6. Further the professionalization of the Cultural & Creative Industries with the aim of developing a stronger entrepreneurial culture within an increasingly competitive and dynamic creative ecology.
	7. Support emergence and development of sub-sector clusters within the CCIs with the aim of strengthening internal cooperation between key stakeholders through joint effort by reducing fragmentation of initiatives and scarce resources.

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1. **Give a general description of the main activities to be covered through the requested co-funding.**

**\*Maximum: 400 words**

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1. **IMPLEMENTATION PLAN**

Kindly attach a detailed implementation plan of the services the platform will be providing over the next 3 years including the points identified below. The implementation plan for Year 1 should be substantiated with detailed budgets and actual deliverables. More specific details such as event dates and identification of mentors will be looked upon favourably. The application will not be considered for funding if it does not show all the necessary details and caters for all the financial and technical requirements leading to the management of the platform.

* information about governance and management structure of the organisation
* a synopsis of the applicant’s perception of current status of the sector vis-a-vis, strengths, weaknesses and requirements towards developing a stronger sector with better technical, artistic and entrepreneurial skills and potential to internationalise
* detailed communication plan towards maximising reach of the selected beneficiary base, potential indirect beneficiaries, as well as increasing beneficiaries. The plan should also tackle aspects of awareness raise within and of the sector.
* proposed capacity building programme for three years
* proposed export development programme for three years
* collaborators to implement the programme, including trainers, mentors, service providers etc
* implementation timeline for deliverables and timeframes
* budget, financial plans (including potential sources of funding, funding partners and stakeholders) and cash-flow statements demonstrating financial sustainability
* management and monitoring plans for the proposed programme.
* projected economic impact for the stakeholders and the sector, including potential increase in revenues of beneficiary, potential increase to the sector’s GDP contribution and potential increase in jobs created.
1. **BUDGET**

Please refer to the CIP budget template. Kindly provide a detailed income-expenditure budget for year 1.

It is important to provide copies of any relevant quotations that can give an indication of estimated costs. All official quotations and confirmations are to be attached to this application. Whenever quotations cannot be supplied, you can provide a breakdown of estimated costs based on standard expenditure. Other sources of funding and sponsorships must be supported by relevant documentation.

**Applicant’s Declaration**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing this declaration, I confirm that, to my knowledge, all the information contained in this Application Form and its Annexes is correct.**

**By signing this declaration, I confirm that I have read the Programme Guidelines and that I accept the conditions and process as stipulated in this same document.**

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| You may submit your application form with all relevant supporting documents as follows:* By sending an email on applyforfunds@artscouncilmalta.org till 12:00 (noon) of the deadline. It is essential that in the same email you include all additional supporting documents as required by these guidelines and regulations. You should also include your signature (electronic signature or scan) as indicated on the application form.

or* By sending a printed copy and a soft copy (to be sent via WeTransfer or on a USB) by registered post to the following address:

Arts Council Malta 16, Casa Scaglia, Mikiel Anton Vassalli Street, Valletta It is essential that the post mark indicates either the deadline or a date before the deadline. or* By submitting a printed copy and a soft copy (to be sent via WeTransfer or on a USB) of the application form by hand at:

Arts Council Malta 16, Casa Scaglia, Mikiel Anton Vassalli Street, Valletta. Application forms may be submitted between Monday and Friday from 09:00 till 16:30. On the deadline, application forms will be accepted till noon (12:00). **Late applications will not be accepted**.  |